

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION
SUPERIOR COURT**

CLASS TITLE: ACCOUNTING SPECIALIST III
DEPARTMENT: SUPERIOR COURT
REPORTS TO: VARIOUS

CLASS CODE: 092656
FLSA STATUS: N
DATE: 01/00

JOB SUMMARY AND DISTINGUISHING FEATURES:

Performs various complex accounting functions which include authorizing payments and processing accounts payable through the financial system; developing various reports by researching and gathering information, statistics, etc.; coordinating and reconciling monthly appropriations; collecting, organizing and reporting financial information used in audits, budget development, etc.; and working on special accounting projects. May serve as lead worker.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Monitors and maintains appropriations by retrieving invoices/statements, entering pertinent information and reconciling with audit information.

Tracks budget expenditures and/or various program statistics by developing and maintaining multiple budgetary spreadsheets and files.

Assists in completing various accounting projects by conducting research, gathering information and statistics and generating reports.

Processes accounts payable by authorizing payment and entering payment information into the financial system; maintains related filing systems and makes journal entries.

Posts and balances accounts receivable, prepares reports, apportions funds, prepares entries and reconciles with general ledger, corrects errors and/or deposits funds.

Enters billing and/or claims information into computer and verifies accuracy of same, mails bills and receipts incoming payments.

Processes medical claims by determining eligibility, funding sources and authorization, forwarding to provider and maintaining associated filing system.

Reconciles monthly collections of tax accounts.

Orders supplies by generating requisitions and processing payments.

Processes payroll/time sheets by tracking and/or verifying hours and entering information into payroll system, and auditing and maintaining records; may also enter employee benefit information into system; sorts and distributes checks.

Receives and processes requests for travel expense and reimbursement.

Audits payables, claims, purchase orders and/or invoices, checking for accuracy of data entry and adherence to County policies and procedures.

May serve as lead worker, including: training in job skills, assigning and directing work, making recommendations in performance appraisal and reporting problems to the supervisor.

Types letters, memos, charts, labels, reports, purchase orders, requisitions, forms or other correspondence os, sorts, and distributes incoming, interoffice, and outgoing mail.

Researches and corrects errors.

Issues and reconciles food stamps, maintaining mailing list and balancing and maintaining various reports related to same.

Balances cash drawer.

Enters and retrieves information from a computer terminal; uses the computer system to retrieve a variety of daily, monthly and yearly reports.

Files and retrieves documents in an orderly fashion so that materials can be easily located.

Disseminates a variety of information to various agencies, divisions, or departments via telephone, employee meetings, mail or fax.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
General Office Equipment

Typewriter
Adding Machine

Postage Machine

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate=s degree or equivalent from a two-year college or technical school; and,

Two to four years of experience performing book keeping/accounting functions; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Policies and procedures, codes, ordinances and departmental operating standards in assigned department.

Principles and practices of governmental accounts maintenance and operations, including accounts payable, accounts receivable, auditing and payroll procedures and laws.

Basic principles and practices of accounting.

Record keeping, report preparation, filing methods and records management techniques.

Basic budgetary principles and practices.

Customer service techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

General office procedures, policies and practices, as well as knowledge of computer and other general office equipment.

Applicable state, federal and local ordinances, laws, rules and regulations.

Standard business arithmetic, including percentages and decimals.

All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing, assigning, leading and reviewing the work of staff.

Using a typewriter and/or word processing software and equipment.

Operating and routine maintenance of general office machines such as copiers, facsimile machines (FAX), and telephone systems.

Using a computer to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departments, information in a courteous manner.

Mental and Physical Abilities:

Ability to read and comprehend instructions, routine correspondence and memos.

Ability to understand and carry out oral and written instructions.

Ability to establish and maintain effective working relationships with others.

Ability to deal with problems involving several concrete variables in standardized situations.

While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 10 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.